



DATE RECEIVED _____
LIC ID # _____ DFI ID # _____
INVOICE # _____ CHECK # _____
AMT. PD _____ BAL. DUE _____

APPLICATION FOR PAWNBROKING LICENSE

ATTACH LICENSE APPLICATION FEE CHECK HERE

TO BE COMPLETED BY ALL APPLICANTS		
Name of Pawnbroking Business		
Address (Number and Street)		
City, State, Zip Code	Telephone Number	Fax Number
Address of Where License is to be Sent		Contact Person E-Mail Address:
City, State, Zip Code	Telephone Number	Fax Number
INDIVIDUALS (To be completed by those operating as Individuals)		
Name		
Address (Number and Street)		
City, State, Zip Code	Telephone Number	
PARTNERSHIPS (To be completed by those operating as Partnerships)		
NAME AND RESIDENCE ADDRESS OF EACH PARTNER:		
Name		
Address (Number and Street)		
City, State, Zip Code	Telephone Number	
Name		
Address (Number and Street)		
City, State, Zip Code	Telephone Number	
ATTACH AN ADDITIONAL SHEET IF NECESSARY		

CORPORATIONS / LLC (To be completed by those operating as Corporations)

Name of Corporation / LLC

Address (Number and Street)

City, State, Zip Code

Telephone

Corporation Organized Under the Laws of What State?

Date of Incorporation

LIST OFFICERS AND DIRECTORS WITH TITLE AND RESIDENCE ADDRESS:

Name of Officer/Director

Title

Address (Number and Street)

City, State, Zip Code

Telephone

Name of Officer/Director

Title

Address (Number and Street)

City, State, Zip Code

Telephone

Name of Officer/Director

Title

Address (Number and Street)

City, State, Zip Code

Telephone

ATTACH AN ADDITIONAL SHEET IF NECESSARY

REFERENCES

Give three (3) names and addresses of references as to your "financial responsibility, character, and fitness." One shall be a representative of a financial institution. **Reference letters on business stationery should be submitted with your license application.**

Individual's Name

Title

Address

Telephone

Individual's Name

Title

Address

Telephone

Individual's Name

Title

Address

Telephone

INDIANA BRANCH INFORMATION

ADDRESS OF EACH INDIANA BRANCH LOCATION

Number of Branches _____

Address (Number and Street)

City, State, Zip Code

Telephone

Address (Number and Street)

City State, Zip Code

Telephone

Address (Number and Street)

City, State, Zip Code

Telephone

Address (Number and Street)

City, State, Zip Code

Telephone

Address (Number and Street)

City, State, Zip Code

Telephone

Address (Number and Street)

City, State, Zip Code

Telephone

Address (Number and Street)

City, State, Zip Code

Telephone

Address (Number and Street)

City, State, Zip Code

Telephone

Address (Number and Street)

City, State, Zip Code

Telephone

ATTACH AN ADDITIONAL SHEET IF NECESSARY

GENERAL INFORMATION

1. **If a corporation or LLC**, attach a copy of your certificate of authority from the Indiana Secretary of State. **If a d/b/a**, attach a copy of assumed name certificate.
2. Attach a description of your business history, business plan, and any other business transactions that will be conducted at your pawnbroking location/s.
3. List other states where you are operating as a pawnbroker, giving State Agency, contact person, and telephone number.
4. Have you had a license or registration canceled, suspended, or revoked in any other state? Yes ☐ No ☐
5. Have you read the attached copy of the Pawnbroking Act in its entirety? Yes ☐ No ☐
6. Give history and full details of any material litigation and/or criminal convictions for five years preceding date of application for any owner, partner, corporate officer, limited liability member, or branch manager.
7. Has any officer, owner, or employee been connected directly or indirectly as a principal or employee with any business licensed under the Pawnbroking Act whose license was suspended or revoked,? Yes ☐ No ☐
If Yes, describe:
8. Do you agree to keep ample and adequate records to disclose the true status of your business under the Pawnbroking Act, and will such records be made available for examination? Yes ☐ No ☐
Give details on the software used for disclosures and record keeping _____
9. Do you have an ATF license? Yes ☐ No ☐ If Yes, attach a copy of your license.
10. Give the name of the person who will be managing the pawnbroking business _____
Applicant must show minimum two (2) years finance related experience for anyone who will be managing an Indiana location.

ATTACH A BUSINESS RESUME FOR THE MANAGER AND ALL OFFICERS.

ATTACH CPA prepared reviewed or audited Financial Statements or most recent 10K filing with the Securities Exchange Commission (SEC) indicating at least \$75,000.00 net worth for each location specified and liquid assets of at least \$50,000. For additional information including an option on meeting the liquid asset requirement, see cover sheet.

ACKNOWLEDGMENT

The applicant executed this application on _____ and acknowledges that all statements made herein and supporting schedules, to the best of my/our knowledge and belief, are true and is a true and complete statement in accordance with the law.

IF A CORPORATION, PRESIDENT AND ONE OFFICER MUST SIGN; IF LLC, MEMBERS MUST SIGN; IF A PARTNERSHIP, ALL PARTNERS MUST SIGN; IF SOLE PROPRIETORSHIP, OWNER MUST SIGN. ATTACH AN ADDITIONAL SHEET IF NECESSARY.

By:	Title
By:	Title
By:	Title

IC 28-7-5-8 REQUIRES THAT THE CONVENIENCE AND NEEDS OF THE PUBLIC EXIST IN THE COMMUNITY WHEREIN AN APPLICANT PROPOSES TO OPERATE

The applicant will furnish facts and figures which establish the needs of the public in the market area for the proposed pawnshop. THE APPLICANT WILL PROVIDE THE FOLLOWING INFORMATION:

1. A copy of your proposed business plan. If this plan includes items that are separately required on this form under questions 2 through 10, you may refer to your business plan in those questions.
2. A defined area which the applicant believes to be the primary market of the pawnshop.
3. What is the population of the market area? Give any other demographic information or statistics.
4. What is the percent of increase in the population in this area in the last five years?
5. State the projected increase in population in this area in the next five years.
6. Who are the major employers in the market area?
7. What projected growth will there be through new industry for the next five years?
8. Are there any existing banks or branches of banks, savings banks, savings and loan associations, credit unions, finance companies or other pawnbrokers which have an office or offices in the market area? If so, please list them by name and address (use a separate sheet if necessary).
9. What is the average family income of the proposed market area?
10. Are there any schools, churches or other civic establishments in the proposed area? Please list them and state how far they are from the proposed location of the pawnshop; space is provided on the back of this form.

Business Name: _____

Proposed Location: _____

Item 10. List:

THE LOCAL CHAMBER OF COMMERCE MAY BE A RESOURCE FOR SOME OF THIS INFORMATION.

Prepared by: _____
Type or print name



30 South Meridian Street, Suite 300
Indianapolis, Indiana 46204-2759
Telephone: (317) 232-3955
FAX: (317) 232-7655
WEB SITE <http://www.in.gov/dfi>

TO APPLICANTS FOR A PAWNBROKING LICENSE:

Enclosed is an application for a license under the Indiana Pawnbroking Act (IC 28-7-5). The application is to be submitted to the Department of Financial Institutions with an initial pawnbroking license fee of five hundred dollars (\$500) plus five hundred dollars (\$500) for each additional location. A license renewal fee of five hundred dollars (\$500) per location is due by June 1 of each year.

EXPERIENCE: Applicant must show minimum two (2) years finance related experience for anyone who will be managing an Indiana location.

OFFICE INTERVIEW: Upon completion of the Pawnbroking license application, the applicant shall make an appointment with the Non-Depository Division for an interview to be conducted at the Department of Financial Institutions.

STATE POLICE REPORT: A criminal record report from the State Police of the State of residence for each owner, partner, or officer and Indiana manager must accompany the application. The report from the Indiana State Police may be secured by sending a money order (amount determined by State Police) to the ISP Central Records Division, IGCN 100 North Senate, Room 302, Indianapolis, IN 46204, 317-232-8262. Include your name, address, date of birth, and your finger prints and request a review of records for the Department of Financial Institutions for the issuance of a Pawnbroking license.

FINANCIAL STATEMENT AND CREDIT REPORT: Review or audit level Financial Statements prepared by an external Certified Public Accountant (CPA) or most recent 10K filing with the Securities Exchange Commission (SEC) must be attached to the application. The financial statement must show a net worth of at least \$75,000 for each place of pawnbroking business to be conducted by the applicant and total liquid assets of \$50,000. This CPA statement must have been prepared no earlier than 12 months prior to the application date. Liquid assets include cash or its equivalent (any assets that are readily convertible to cash without significant loss such as treasury bills, short term marketable securities, demand deposits, and time deposits nearing maturity.) Other assets that you believe to be liquid assets must be identified and footnoted in the CPA report.

In lieu of the \$50,000 liquid asset requirement, the applicant can have \$25,000 in liquid assets; \$25,000 insurance coverage on the personal property deposited as a "pledge"; and a \$25,000 bond to the State of Indiana with surety to the satisfaction of the department.

Credit Report of the business and/or principals is to be attached to the application.

REFERENCES: Give three names and addresses of references willing to acknowledge your financial responsibility, character, and fitness. One reference shall be a representative of a financial institution. Reference letters on business stationery should be submitted with your license application.

FORMS TO BE SUBMITTED: When returning the application, you are to enclose copies of the forms listed below which will be used in conjunction with your pawnbroking transactions.

1. Sample copy of completed pawn ticket.
2. Sample copy of completed bill of sale.

OTHER INFORMATION:

The Pawnbroking statute (IC 28-7-5) states convenience and needs of the public must exist for the operation of such business in the community where the applicant proposes to operate; consequently, it is necessary to submit a written explanation as to the needs of the public for each location. This may include marketing data, population figures, number of pawnbrokers in the area, etc. THE ATTACHED FORM REQUESTS THE NECESSARY INFORMATION TO BE PROVIDED. The City Police and the County Sheriff in the community of the proposed location/s are to be notified of the applicant's intention to establish a pawnbroking business in that community. The applicant shall also inform the Department in writing of the date contacted, name, address, and telephone number of each official that was contacted.

Upon granting the license, a duly authenticated and numbered license will be forwarded to the address designated in the application. The licensee should show the assigned license number in all correspondence or communications with the Department subsequent to licensing.

Licenses under the Indiana Pawnbroking Act are issued on the basis of representations made in the application. Any substantial change in the information included in the application should be reported to the Department within ten days after such change. Changes in the name requires the submission of the license to the Department for reissue. Changes in ownership of the holder of the license terminates the license. **New locations of pawn licensees must be approved by the department by a new Branch Location Application.**

If you desire further information concerning specific licensing questions, please contact this office.

NON-DEPOSITORY DIVISION

mtarpey@dfi.state.in.us

PAWNBROKER LICENSE APPLICATION CHECK LIST
ATTACH TO APPLICATION

CHECK HERE	THE FOLLOWING MUST BE ATTACHED TO THE APPLICATION
	\$500 Pawnbroker License Application Fee per location
	CPA prepared Reviewed or Audited Financial Statements or most recent 10K filing with the Securities Exchange Commission (SEC) with \$75,000 net worth per location and \$50,000 in liquid assets or In lieu of the \$50,000 liquid asset requirement, the applicant can have \$25,000 in liquid assets; \$25,000 insurance coverage on the personal property deposited as a “pledge”; and a \$25,000 bond to the State of Indiana with surety to the satisfaction of the department
	State Police Report of State of residence for each principal (officer/ member/ partners/ owner/ Indiana manager)
	Credit Report for business and/or principals
	Three reference letters, one must be a financial institution
	Sample copy of a completed pawn ticket
	Sample copy of a completed bill of sale
	Copy of ATF license, if applicable
	Information on Convenience and Needs of Public
	If a corporation / LLC, a copy of Certificate of Authority to do business in Indiana from the Secretary of State
	If D/B/A, copy of assumed name certificate from County Recorder
	Copy of Indiana business plan
	List of other states where operating as a pawnbroker
	Business resume for the manager, owner, partners, and all officers / members, as applicable

Check each item required to accompany the application to make sure your application is complete and send this check list with application.